

Spill Prevention and Response Plan

Name of Business:

Address:

Facility Phone:

Types of Work or Hazardous Substances Used: _____

The spill plan should be updated if the hazardous substance inventory changes.

Spill Prevention

The following are general requirements for any hazardous substances stored or used at this facility.

General Requirements:

- Ensure all hazardous substances are properly labeled.
- Store, dispense, and/or use hazardous substances in a way that prevents releases.
- Provide secondary containment when storing hazardous substances in bulk quantities (~55 gallons).
- Maintain good housekeeping practices for all chemical materials at the facility.
- Routine/Daily checks in the hazardous substance storage area to be performed by Insert Name or lead staff assigned to this task.
- Monthly inspections of the hazardous substance storage area, secondary containment, and annular space (interior cavity of double wall tank) on any Above-ground Storage Tanks (AST) need to be logged in this plan. See Appendix A - Inspection Log.

Facility Specific Requirements:

- _____

Spill Containment

The general spill response procedure at this facility is to stop the source of the spill, contain any spilled material, and clean up the spill in a timely manner to prevent accidental injury or other damage.

Small spills will be contained by site personnel if they are able to do so without risking injury. Spill kits are located at the following location(s):

Emergency Procedures:

- Immediately call **911** in the event of injury, fire or potential fire, or spill of a hazardous substance that gives rise to an emergency situation.

- If a spill has occurred, contact the following persons immediately:

Insert Name _____ (Primary) (505) XXX-XXXX

Insert Name _____ (Secondary) (505) XXX-XXXX

Insert Name _____ (After Hours Emergency Contact) (505) XXX-XXXX

- In the event of a large spill, a properly trained employee should:
-

Spill Prevention and Response Plan

- Assess the area for any immediate dangers to health or safety (i.e. a wrecked car on fire). If any dangers are present, move away from the area, **call 911**.
- Notify the primary and/or secondary contact from the list above and then continue your spill response. The primary contact should assess additional notification requirements.
- Retrieve the spill kit from the closest location.
- Assess the size of the leak and any immediate threat of the spill reaching the permeable surfaces in the area, the on-site ponds, or the adjacent Montoyas Arroyo. If there is an immediate threat and there are no safety concerns, then attempt to block the spill from coming in contact with the adjacent permeable surfaces. Try to use absorbent (cat litter) and/or sock booms or rags to stop the spill from reaching any permeable surfaces.
- If the spill can be contained with absorbent booms, deploy them around the spill. Use the booms to direct the spill away from any immediate hazards (i.e. a wrecked car).
- If there is no immediate threat to the permeable surfaces, or after controlling the spill, try to plug or stop the leak, if possible. If applicable, put on protective gear (gloves, goggles, protective clothing, etc.) and plug the leak.
- Once the spill has been contained and any immediate threat to permeable surfaces, the on-site ponds, or the adjacent Montoyas Arroyo has been minimized, contact the spill cleanup contractor and dispatch them to clean up the spill or commence spill cleanup procedures.

Spill cleanup for large spills should be handled by the Spill Cleanup Contractor

ACT Advanced Chemical Transport _____ 24-Hour Phone (505) 349 - 5220

Spill Reporting

Report a hazardous substance spill of any material in a quantity that may, with reasonable probability, injure or be detrimental to human health, animal or plant life, or property, or may unreasonably interfere with the public welfare or use of the property as soon as possible but no later than 24 hours of discovery to the New Mexico Environment Department:

For an Environmental EMERGENCY (24-hrs) call: 505-827-9329

For Non-emergencies call: 866-428-6535 (voice mail, 24 hours/day)

You can also report a spill online at: <https://www.env.nm.gov/general/report-an-environmental-issue-or-incident/>

Spill Prevention and Response Plan

Plan Management

The primary contact or designee shall administer this plan and will be responsible for updating and including any required documentation.

Training

All personnel who may respond to any spill need to be trained on the contents and procedures in this plan. Trained personnel will add their names and dates of training to the Training Log (see Appendix D). Only persons trained on this plan shall respond to a spill. If you are not trained and witness a spill, call or notify the primary and secondary contacts listed in this plan.

Spill Tracking

Any spills must be entered into the Spill Log (see Appendix C). If a large catastrophic spill occurs, attach additional pages to describe the event. Include known or possible causes, areas affected, and effectiveness of the cleanup. Include a review of the cleanup contractor and their procedures. For small spills, it is sufficient to fill out the Spill Log, and to take measures to prevent a repeat occurrence.

Facility Inspections

Routine inspections will be conducted daily during regular business hours. Daily inspections will include, at a minimum, a visual inspection of the hazardous substances containers and the area immediately adjacent to it for signs of a spill or leak. These inspections do not need to be logged unless a spill or leak is detected. Ideally, these inspections will be conducted by a manager or by regular employees.

Full site inspections will be conducted monthly by the primary contact or designee and, at a minimum, will include those items on the inspection form in Appendix B. If any item on the inspection form is found unacceptable, the inspection form will be attached to this plan. If all items are deemed acceptable, it is sufficient for the inspector to log only the inspection and the results in the Inspection Log (Appendix A).

Disclaimer

Your facility assumes all responsibility for the contents of this Spill Management Plan and the use of this plan within the business.

Spill Prevention and Response Plan

Appendix A - Inspection Log

A = Acceptable U = Unacceptable

If any items are unacceptable attach Inspection Form with details.

Inspection Month	Year	Inspector Initials	Lids and Labels?	Evidence Of Spills?	New Hazardous Materials?	Spill Kit Complete?	Detention Pond?	Previous Items Fixed?
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								



Spill Prevention and Response Plan

Appendix B Inspection Form

Acceptable Unacceptable

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Lids and Labels?
Have all lids and caps been returned to their proper place?
Do all the containers still have labels? |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of Spills?
Is there any indication that a spill might have occurred? If so, was the spill properly cleaned up? Was there any spill kit materials used? Was the Spill Log filled out for that incident? Any housekeeping issues? |
| <input type="checkbox"/> | <input type="checkbox"/> | New Hazardous Materials?
Have any new chemical products been purchased? Do you have the MSDS for new products? Have you assessed how to store and handle this new product safely? Have you added the new hazardous substance to the inventory sheet in this plan? Are the containers properly labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Spill Kit Complete?
Have any items been used from the spill kit? If items are missing, is there an associated entry in the Spill Log? Are there any items missing that are currently on order? Is the spill kit stored where it is supposed to be stored? Is there a sufficient supply of daily cleanup materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | Detention Pond?
Is there a buildup of sediment or evidence of pollutants in the detention pond in the north yard? Is there any evidence of culvert clogging? Is there litter, debris or other pollutants that needs to be removed from the pond? |
| <input type="checkbox"/> | <input type="checkbox"/> | Previous Items Fixed?
Have all deficiencies previously noted been fixed or made acceptable? |

List any issues, deficiencies, or failures in detail:



